



# Cal/EPA Information Bulletin

October 26, 1999

This bulletin is designed to assist Certified Unified Program Agencies (CUPA)s who are experiencing difficulty with using the Unified Program Consolidated Forms (UPCF) and Instructions.

## **Where to find the Unified Program Consolidated Forms & Instructions on the Internet.**

The recently adopted Information Collection and Reporting Standards and the instructions to the Summary Reports are available on Cal/EPAs homepage, at [www.calepa.ca.gov](http://www.calepa.ca.gov), under "Publications", then under "Regulation Packages", and finally under "Unified Program Information Collection & Reporting Standards". The complete address is: [www.calepa.ca.gov/publications/regpacks/Default.htm](http://www.calepa.ca.gov/publications/regpacks/Default.htm)

## **In what format are the forms stored?**

Each form with its instructions has been set-up as its own file; the first page of each file is the form and the second page is the instructions for the respective form (see the list below). There are a total of 18 files that make up the UPCF and the UPCF Instructions: These forms are available in two formats: Microsoft Word 97 (.doc), and Portable Document Format (.pdf). The "pdf" format files can be opened and printed with the help of the Adobe Acrobat Reader. The Adobe Acrobat Reader is free software that lets you view and print Portable Document Format (PDF) files. A link to the Adobe Acrobat Reader is provided on the CalEPA homepage, at the same location as the Information Collection and Reporting Standards. Changes to a ".pdf" file can only be saved if the user possesses a copy of the Adobe Acrobat Program (not just the Reader).

<u>Page Name</u>	<u>File Name (Word 97)</u>	<u>File Name (Portable Doc. File)</u>
1) Table of Contents	hwfetoc.doc	hwfetoc.pdf
2) Business Activities	hwfactiv.doc	hwfactiv.pdf
3) Business Owner/Operator ID	hwf2730.doc	hwf2730.pdf
4) Haz. Mat. Inventory-Chem. Description	hwf2731.doc	hwf2731.pdf
5) UST-Facility	hwfwrc-a.doc	hwfwrc-a.pdf
6) UST-Tank pages 1 & 2	hwfwrc-b.doc	hwfwrc-b.pdf
7) UST-Install. Cert. Of Compliance	hwfwrc-c.doc	hwfwrc-c.pdf
8) Recyclable Materials Report, pages 1 & 2	hwfrecyc.doc	hwfrecyc.pdf
9) Onsite Haz. Waste Treat. Not. – Facility	hwf1772f.doc	hwf1772f.pdf
10) Onsite Haz. Waste Treat. Not. – Unit	hwf1772u.doc	hwf1772u.pdf
11) Onsite Tiered Permitting – CESQT	hwfcseqt.doc	hwfcseqt.pdf
12) Onsite Tiered Permitting – CESW	hwfcsw.doc	hwfcsw.pdf
13) Onsite Tiered Permitting – CA	hwfca.doc	hwfca.pdf
14) Onsite Tiered Permitting – PBR	hwfpbr.doc	hwfpbr.pdf
15) Onsite Tiered Permitting – CEL	hwfccl.doc	hwfccl.pdf
16) Cert. Of Financial Assurance	hwf1232.doc	hwf1232.pdf
17) Remote Waste Consol. Site Annual Not.	Hwf1196.doc	hwf1196.pdf
18) Haz. Waste Tank Closure Cert.	Hwf1249.doc	hwf1249.pdf

**More about the UPCF Instructions.**

The instructions to the UPCF are not a part of the recently approved Title 27 regulations, but are provided on the Cal/EPA web page as guidance. The UPCF Instructions have been set up with page margins and smaller fonts to accommodate being copied on the back of each respective form.

**What does "Form Functional" mean?**

"Form Functional" means each form is an active, working form that can accept data directly. The user can open the file and "tab" through the fields to enter data, and then the form can be saved with the "save as" feature, thus producing an electronic copy for the user under the newly saved file name. Also, this newly created file that contains the data can be attached to e-mail for electronic submission of data, and/or can be printed, thus producing a hard copy for submissions or for backup purposes.

**How can the Unified Program Consolidated Forms (UPCF) be modified?**

Because each form, in the Microsoft Word 97 format, is currently set up as "Form Functional", each document is "locked". This means when the user opens the file it appears to be "read-only", and the user can not modify the file in this "locked" fashion. But changes can be made to each file by simply unlocking the file. Forms should be unlocked for modification only, for example: to add a logo, or phone number. The user can unlock the file by choosing "view" from the Microsoft Word options, then choose "toolbars", and finally choose "forms". This will place the "forms" toolbar on your screen within Microsoft Word. Click on the "lock" icon on the "forms" toolbar to toggle between the locked and unlocked version of the file. Once the form is unlocked changes can be made to the file, and the "save as" option should be utilized. The user should save the changes on the new document and if the user wishes to utilize the lock feature again simply click the lock icon to lock the file.

NOTE: Care should be exercised when entering in data. Data can easily, but accidentally, be deleted when moving between locked and unlocked versions of a file so, you should enter any data in a "locked" form first. Then use "save-as", and save often.

**DUE DATES**

The Annual Summary Reports 2, 3 & 4 are due to the Secretary, in care of DTSC, on Friday, October 29, 1999. They are found at the same location and in the same formats as the Unified Program Consolidated Forms under the file names Sumrptff.doc and Sumrptff.pdf.

If you have any questions, please contact Cindy Garcia at (916) 323-2274, [cgarcia@dtsc.ca.gov](mailto:cgarcia@dtsc.ca.gov), or Tracy Williams at (916) 445-3321, [twillia7@dtsc.ca.gov](mailto:twillia7@dtsc.ca.gov)